PONY

سلسلة كتب الأستاذ

ICT

November Revision

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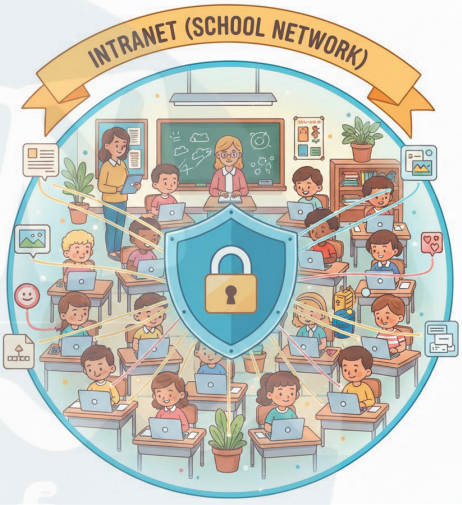
First Term

November Revision ① Summary

Lesson 6

- **Intranet:** It is used to share information in a closed network, and it's more secure, such as: school or home network.
- **Internet:** It is used to share information over the web in an open network, so it's less secure.
- **Note:** Don't share personal information such as your full name, home address, or phone number on the Internet.



❶ **Sorting information in Excel:**

- Go to the toolbar and click on "Data", then click on "Sort".

❷ **Setting formulas in cells:**

- Type (=) in this cell. This tells Excel you are creating a formula.
- You can set formula to add (+), subtract (-), multiply (x), or divide (/).

- In Excel, a cell is named using a combination of a letter and a number.
- The letters are at the top of the columns and the numbers are on the left side of the rows.

Lesson 1

- You should share less personal information online.
- **Personal information:** It includes your name, address, date of birth, and passwords.

❶ Use strong passwords that are different and contain letters, numbers, and special signs.

❷ Use antivirus software on all of your devices.

❸ Update your devices regularly.

- You should protect your files from viruses, software problems, human errors.
- **How to back up your data?**
  1. Some apps and software programs back up data automatically.
  2. You can manually use a data-storage device, such as:
     - A flash memory
     - An external hard drive
- The hard disk has more space than the flash memory.

Lesson 2

- **Phishing:** It is sending a message via email or social media applications that looks real but isn't.
- **Smishing:** It is the same as phishing, but it is a text message instead of an email.
- **How to identify phishing messages?**
  1. They include misspelled words and grammar errors.
  2. They request too much personal data.
- **Password manager:**
  1. It creates strong and unique passwords for each of your accounts.
  2. It also tells you if the passwords you already have are too weak or if you've reused them.
  3. It can even tell you if one of your passwords has been stolen online.
- **Multi-Factor Authentication (MFA):**
  - MFA is used to strengthen your passwords.
  - You provide at least two ways of identifying yourself.

November Revision 2 Questions

1 Choose the correct answer:

1 The ..... is used to share in a closed network and is more secure.
a. camera b. intranet c. Word d. photo

2 The letters A, B, and C in Excel program refer to ..... .
a. row titles b. column headings
c. cell titles d. the keyboard

3 You can protect your files from viruses or loss by creating ..... .
a. device shutdown b. backups c. personal data d. none of them

4 We use the ..... program to create a simple formula and graph.
a. PowerPoint b. Excel c. Windows d. Paint

5 Passwords must be ..... for each website you register on.
a. similar b. weak c. easy d. different

6 Phishing is ..... .
a. sending a text message
b. sending a message via email or social media
c. making fake phone calls
d. spying on calls

7 ..... helps to do mathematical equations.
a. Paint program b. A viruses program
c. Excel program d. An operating system software

8 The ..... is a network used to share information, and is less secure.
a. email b. Internet c. intranet d. network

9 When arranging information alphabetically in Excel, go to the ..... .
a. copy b. toolbar c. layout d. cells

10 To keep your data safe, use ..... programs on all your devices.
a. social media b. antivirus c. browser d. MS Excel

11 A/An ..... is the main storage location inside the computer.
a. flash memory b. HDD c. QR Code d. router

12 To multiply the values in cell A8 and cell B8, the correct formula is ..... .
a. =A4+B4 b. =A8*B8 c. =A4/B4 d. =A8-B8+C4

13 Cell A9 in Excel refers to ..... .
a. column A and row 9 b. column A
c. the ninth row d. row A and column 9

14 Multi-Factor Authentication (MFA) is ..... .
a. using one way of identifying yourself
b. using at least two ways of identifying yourself
c. never identifying yourself d. providing weak passwords

15 The flash memory usually has ..... space than the hard disk.
a. more b. less c. the same d. none of them

16 ..... your devices regularly keeps your data safe.
a. Uploading b. Updating c. Deleting d. Restarting

17 To arrange information alphabetically in Excel, go to the toolbar, and click on "Data", then click on "..... ".
a. Layout b. Format c. Sort d. Save

18 To sum the values inside columns A, B, C in row 3, the correct formula is ..... .
a. =A1+B2+C3 b. =A1+B2 c. =A3+B3+C3 d. =A1+A2+A3

19 ..... means making another copy of your work to keep it safe.
a. Copyright b. Backup c. Saving d. Flash memory

20 ..... tells you if one of your passwords has been stolen online.
a. A password manager b. MFA
c. PIN d. A scam

21 All of the following ways can secure your personal information, except ..... .
a. limiting the personal information you share on the Internet
b. using strong passwords that contain letters, numbers, and symbols
c. using antivirus software
d. sharing your name and address with all websites that ask for them

22 You must use ..... passwords for the websites that you use.
a. short b. different c. expected d. similar

23 Smishing is the same thing as phishing, but it is sent by ..... .
a. an email b. a text message
c. Facebook d. none of them

24 Passwords are reinforced and strengthened through ..... .
a. phishing b. multi-factor authentication
c. deleting programs d. creating an account

25 A password manager checks if the passwords are ..... .
a. weak b. stolen c. reused d. all of them

2 Put (✓) or (✗):

1 The antivirus software is not important to be installed on your computer. ( )

2 You can arrange numbers alphabetically only in Excel. ( )

3 The Internet is a safe place to share personal information. ( )

4 The more you share your personal information, the higher your digital security. ( )

5 Phishing is sending a message via email. ( )

6 One of the ways to secure your personal identifiable information is to limit the personal information you share on the Internet. ( )

7 Multi-Factor Authentication is providing one way to identify yourself. ( )

8 The rows in Excel are labeled with letters. ( )

9 A password manager software creates weak passwords. ( )

10 Sharing information via the intranet is more secure. ( )

11 A backup must be created for important data to prevent data loss on your device. ( )

12 It's preferable to register on websites that ask for too much personal information. ( )

13 The cell f7 is located in column (7) and row (F). ( )

14 There is only one way to back up your data, which is by using a flash memory. ( )

15 A cell in column C and the second row is called 2C. ( )

16 Strong passwords must be less than 8 characters and include letters, numbers, and special symbols. ( )

17 Phishing is one of the ways by which hackers get your passwords. ( )

18 To create a formula in Excel, we use the "+" sign. ( )

19 The antivirus can tell you if one of your passwords has been stolen online. ( )

20 Updates often close weaknesses that hackers may use. ( )

21 Using a flash memory and an external HDD is considered a more secure way to save your files and create backups. ( )

22 Phishing messages are free from grammar errors. ( )

23 In Excel, the cell is named using a combination of a letter and a number. ( )

24 One of the types of multi-factor authentication is when you log into your accounts from another device. ( )

25 Even if hackers steal your password, they can access your account without the code. ( )

Answers

1

1 b	2 b	3 b	4 b
5 d	6 b	7 c	8 b
9 b	10 b	11 b	12 b
13 a	14 b	15 b	16 b
17 c	18 c	19 b	20 a
21 d	22 b	23 b	24 b
25 d			

2

1 ✗	2 ✗	3 ✗	4 ✗
5 ✓	6 ✓	7 ✗	8 ✗
9 ✗	10 ✓	11 ✓	12 ✗
13 ✗	14 ✗	15 ✗	16 ✗
17 ✓	18 ✗	19 ✗	20 ✓
21 ✓	22 ✗	23 ✓	24 ✓
25 ✗			